



CITY OF SAN JOSÉ, CALIFORNIA

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CIVIL SERVICE COMMISSION

Bill Brill, Chair
Sharon L. Hightower, Vice Chair
Dave Busse
Richard J. Giovannetti
Leon Louie

SYNOPSIS CIVIL SERVICE COMMISSION

TO ARRANGE AN ACCOMMODATION UNDER THE AMERICANS WITH DISABILITIES ACT TO PARTICIPATE IN THIS PUBLIC MEETING, PLEASE CALL (408) 277-4429 OR (408) 998-5299 (TTY) AT LEAST 48 HOURS BEFORE THE MEETING.

Agenda Closing 12:00 Noon Wednesday
Eight Days before Commission Meeting

4:00 P.M. ORDER OF BUSINESS October 2, 2003

THE CIVIL SERVICE COMMISSION MEETS ON THE FIRST THURSDAY OF EACH MONTH IN THE CITY COUNCIL CHAMBERS, SECOND FLOOR OF CITY HALL

ROLL CALL

Present: Commissioners Busse, Hightower, Louie and Brill
Absent: Commissioner Giovannetti

ORDERS OF THE DAY UNANIMOUSLY ADOPTED

CONSENT CALENDAR UNANIMOUSLY ADOPTED AS AMENDED

1. Information Only

- a. Hiring Summary – Memorandum from Employee Services Department (ES) dated September 24, 2003 listing complaints about hiring issues and a summary of hiring activity for the period July 6, 2003 through September 13, 2003, was filed.

CONSENT CALENDAR (Cont.)

1. Information Only (Cont.)

- b. Copy of Operating Engineers Local No. 3 (OE3) Business Representative Bob Highbaugh's letter dated September 16, 2003 addressed to IAFF Local 230 President Randy Sekany, indicating no opposition to the change in bargaining representation for the classification, Fire Equipment Technician, from OE3 to IAFF Local 230, was filed.

2. Minutes of September 4, 2003 were approved.

- 3. Employee Services Report dated September 24, 2003 listing the following amendments to the classification plan, was filed. **Employee Services filed a revision memorandum dated September 25, 2003 noting a correction to the new class title and job code for Position #00013373, Senior Office Specialist (1135), that was reported in error as Staff Specialist (1622) but should have been reported as Staff Technician (1623).**

a. Reallocation of Positions

Pos. No.	From (Current Class)	To (New Class)	Dept
00008106	Office Specialist II (1130)	Sr. Office Specialist (1135)	Auditor
00008123	Staff Specialist (1622)	Analyst I (1627)	Clerk
00013373	Sr. Office Specialist (1135)	Staff Specialist (1622) corrected to	ES
		Staff Technician (1623)	
00005379	Sr. Warehouse Worker (1514)	Warehouse Supervisor (1517)	ESD
00005468	Account Clerk II (1215)	Sr. Account Clerk (1219)	Finance
00006576	Senior Accountant (1235)	Supervising Accountant (1236)	Finance
00006843	Office Specialist II (1130)	Sr. Office Specialist (1135)	Fire
00006976	Sr. Office Specialist (1135)	Principal Office Specialist (1116)	Fire
00002556	Network Technician II (1326)	Network Engineer (1328)	GS
00004492	Office Specialist II (1130)	Sr. Office Specialist (1135)	GS
00007179	Associate Engineering Technician (3713)	Sr. Engineering Technician (3714)	GS
00012086	Engineering Technician II (3712)	Associate Engineering Technician (3713)	GS
00013124	Office Specialist II (1130)	Sr. Office Specialist (1135)	GS
00012208	Development Officer (4222)	Sr. Development Officer (4226)	Housing
00002262	Sr Sys Applications Programmer (1345)	Info Systems Analyst (1355)	IT
00006338	Information Sys. Analyst (1355)	Supervising Applications Analyst (1354)	IT
00000142	Office Specialist II (1130)	Sr. Office Specialist (1135)	Mayor/CC
00002095	Office Specialist II (1130)	Sr. Office Specialist (1135)	PBCE
00005425	Office Specialist II (1130)	Sr. Office Specialist (1135)	PBCE
00006098	Office Specialist II (1130)	Sr. Office Specialist (1135)	PBCE
00006605	Office Specialist II (1130)	Sr. Office Specialist (1135)	PBCE
00006606	Office Specialist II (1130)	Sr. Office Specialist (1135)	PBCE
00008315	Office Specialist II (1130)	Sr. Office Specialist (1135)	PBCE
000013367	Sr. Office Specialist (1135)	Principal Office Specialist (1116)	PBCE
00006928	Office Specialist II (1130)	Sr. Office Specialist (1135)	Police
00008061	Training Specialist (1693)	Video Multimedia Producer (8032)	Police
00003481	Recreation Program Specialist (6122)	Analyst I (1627)	PRNS
00006385	Office Specialist II (PT) (1133)	Gerontology Specialist PT (7115)	PRNS

a. Reallocation of Positions (Cont.)

Pos. No.	From (Current Class)	To (New Class)	Dept
00012106	Recreation Leader (6108)	Sr. Rec. Leader (6110)	PRNS
00012751	Recreation Leader PT (6109)	Sr. Rec. Leader PT (6111)	PRNS
00013144	Gerontology Specialist (7114)	Gerontology Supervisor (7125)	PRNS
00007373	Analyst II (1632)	Sr. Analyst (1654)	Retirement
00007396	Sr. Office Specialist (1135)	Principal Office Specialist (1116)	Clerk
00000164	Analyst II (1632)	Financial Analyst (1228)	Finance
00012489	Office Specialist II (1130)	Account Clerk II (1215)	IT
00007702	Sr. Recreation Leader PT (6111)	Recreation Program Specialist PT (6123)	PRNS
00009159	Recreation Leader PT (6109)	Sr. Rec. Leader PT (6111)	PRNS
00012559	Recreation Leader PT (6109)	Account Clerk II PT (1217)	PRNS
PTNB 11158	Recreation Leader PT (6109)	Sr. Rec. Leader PT (PTNB A-B, Position #11159) (6111)	PRNS

END OF CONSENT CALENDAR

4. Hearings scheduled:
None.

5. Monthly verbal report of the Employment Oversight Committee (EOC). **Employee Services Deputy Director Russ Strausbaugh stated there was no report or new action from the Employment Oversight Committee as their regular meeting was postponed due to scheduling conflicts.**

ORAL PETITIONS

None.

ADJOURNED at 4:06 p.m. to meet again on October 6, 2003 at 6:30 p.m. to hear the appeal of dismissal of Felipa Driscoll, Recreation Program Specialist (6122) (Hopper/Jensen). Commission Chair Brill noted the arrival of Commissioner Giovannetti.